

E-Mail ALPERSRU M/02

Subj: RESERVE ANNUAL SCREENING QUESTIONNAIRE (ASQ)

Ref: (a) [Personnel and Pay Procedures Manual, HRSICINST M1000.2\(series\), 2-C-6](#)

Introduction This E-mail ALPERSRU provides an update to policies and procedures previously outlined in reference (a).

Clarification of and Changes to Policies and Procedures The Reserve Annual Screening Questionnaire (ASQ) may be completed either by the member through CGHRMS Self Service, or by PERSRU staff as a proxy. It may be done anytime and any number of times to alert the reservist's command of changes in recall availability status.

The ASQ remains mandatory for all Ready Reservists (SELRES and IRR). The new normalcy has significantly increased the need for the data captured through this process. Daily decisions (assignment, mobilization and discharge) rely on the accuracy of ASQ data.

To facilitate the renewed focus on this standing law, the first cycle of ASQs to be entered in CGHRMS will be mailed to every Ready Reservist (~13,000). Future versions will use E-mail if reservists have access to CGHRMS and an E-mail address in CGHRMS.

There are basically three types of data captured on the ASQ:

1. Recall availability status (updated directly in CGHRMS ASQ).
2. Civilian employment information (updated directly in CGHRMS ASQ).
3. Other HR data that is updated in numerous other modules and processes within our HR systems.

A reference guide to assist you is located at:

<http://www.uscg.mil/hq/hrsic/cghrmsdocs/asqinfo.doc>

Continued on next page

E-Mail ALPERSRU M/02

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**Clarification of
and Changes to
Policies and
Procedures
(Cont'd)**

The ASQ's purpose has always been to facilitate correct information in our HR systems. It does not bypass existing policies or procedures to ensure the integrity of the HR data.

Despite numerous efforts to persuade drilling reservists to enter the data in CGHRMS themselves, PERSRUs should prepare for additional key entry work over the next two months and during October every year. Since IRR members do not have access to CGHRMS, ISCs (and CGPC-rpm as IRR records transition IAW ALCOAST 161/02) can anticipate inputting a large number of ASQs.

HRSIC will receive all returned ASQs and forward completed ASQs to the member's servicing PERSRU.

**Counseling
Requirements**

COMDT (G-WTR) and ISC (pf) staffs have access to CGHRMS reports that identify who has responded and their responses. Failure to complete the ASQ may affect the member's status in the Coast Guard Reserve or result in disciplinary action. Supervisors should counsel reservists who indicate they:

- Do not accept or do not understand the "Acknowledgement of Potential Recall Status" statement.
- Are not available for mobilization.

These answers may affect the member's status in the Coast Guard Reserve or result in disciplinary action. CGHRMS prompts these users to enter the E-mail address of the reservist's supervisor. If counseling does not change the member's response, the reservist's supervisor should follow the appropriate policy below:

- If member does not complete the ASQ, document counseling efforts and begin discharge procedures.
- If member does not accept potential recall obligation, document counseling efforts and begin discharge procedures.

If member does not understand the potential recall obligation, explain the member's contractual obligation and the potential recall obligation. If reservist still does not understand the obligation, document counseling efforts and begin discharge procedures.

Continued on next page

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Counseling Requirements (cont'd)

- Member is not available for mobilization because:
 - They are designated a Key Federal Worker. Each federal agency is required to have policy regarding how to designate their employees as a Key Federal Worker. The designation must be in writing IAW [DoDD 1200.7](#). The policy for USCG civilian employees is COMDTINST 12910.1. Key Federal Workers are Standby Reservists with a Training Pay Category of G. They may drill for points only. The reservist remains in the SELRES until their designation is approved by CGPC-rpm.
 - They have a medical condition (dental, physical or psychological) that prevents them from mobilizing. Contact the member's servicing clinic and inform the servicing Reserve Assignment Officer (ISC (pf)). The member must be determined not medically qualified by a military medical officer. Actions vary depending on factors like duration and severity of condition.
 - Their absence would create a community or family hardship, they are employed in a critical civilian occupation, or other reasons. The member should provide a written explanation of the circumstances. Follow the procedures in [DoDD 1200.7](#). The supervisor should document their counseling efforts and begin procedures for discharge or transfer to the Standby or Retired Reserve.

Mailing Address Problems

HRSIC will research bad mailing addresses. Non-delivered ASQs for drilling reservists, with their corrected/forwarding addresses if available, will be sent to the reservist's servicing PERSRU. HRSIC will forward non-delivered ASQs to IRR members. COMDT (G-WTR) and the appropriate chain of command will be informed of all undeliverable ASQs.

Continued on next page

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Questions Please direct questions to the CGHRMS Help Desk at (785) 339-3540
(Menu option #1) or via E-mail to hrsic-cghrms@hrsic.uscg.mil.

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